



**PURCHASING DEPARTMENT
THE RECREATION AND PARK COMMISSION
FOR THE PARISH OF EAST BATON ROUGE**

**Sealed Bid Number 1640
VeriFone MX915 Payment Card Readers
File No. 1898**

BIDS/PROPOSALS WILL BE RECEIVED BY THE PURCHASING DEPARTMENT,
RECREATION AND PARK COMMISSION FOR THE PARISH OF EAST BATON ROUGE
6201 FLORIDA BLVD
BATON ROUGE, LOUISIANA 70806.

Bids/Proposals will be accepted until: December 22, 2015 @ 11:00 A.M. (CT)

Advertisement: The Official Journal, THE ADVOCATE of Baton Rouge November 30, 2015 and December 7, 2015.

THIS IS THE BID/PROPOSAL OF:

Company:: _____

Submitted by: _____ Title: _____

Address: _____

Telephone Number _____

Date _____

Please read bidding instructions on the next page carefully!

IMPORTANT: A cashier's check, certified check, or bid bond equal to 5% of the total amount of the bid is not required.

Standard Terms and Conditions for Bids

INSTRUCTIONS TO BIDDERS

1. Bids may be delivered by hand, mail or courier service to our physical address: BREC, 6201 Florida Blvd., Baton Rouge, LA 70806. BREC is not responsible for any delays caused by the bidder's chosen means of bid delivery. Bidder is solely responsible for the timely delivery of its bid. Failure to meet the bid opening date and time shall result in rejection of the bid.
2. Electronic OR Paper bids will be received until the stated bid opening time, by the BREC Finance Department, BREC Administration Building, 6201 Florida Boulevard, Baton Rouge, Louisiana. All electronic bids will be downloaded and publicly read aloud, along with all paper bids received, immediately after the bid closing in Room 1506 of the BREC Administration Building. Bidders or their authorized representatives are invited to be present. No bids will be received after the stated date and time.
3. Complete bid documents are provided at no cost in electronic format at www.bidexpress.com. Bidders may register and view complete bid documents and Instructions for Bidders at no cost. Questions about this procedure shall be directed to Bid Express Customer Service at support@bidexpress.com. Toll free phone: (888) 352-BIDX (2439), Phone: (352) 381-4888, Fax: (352) 381-4444, Monday thru Friday, 6am - 6pm CST. See also <http://www.brec.org/assets/bidderinst.pdf> for instructions.
4. Electronic Bids must be submitted through www.bidexpress.com prior to the bidding deadline. Bidders utilizing the electronic bid process are responsible for confirming that all documents are properly submitted and received by Bid Express.
5. Paper bid forms must be submitted in a sealed, opaque envelope and endorsed with Bid Number and Title for BREC sites for the Recreation and Park Commission for the Parish of East Baton Rouge. Bid form blanks must be duly filled in by the Bidder. FAX Bids are not acceptable. Bidders are cautioned not to attach any conditions or provisions to their bids. Any foreign conditions will render the bid invalid and may cause its rejection.
6. Bidders may attend the bid opening, but no information or opinions concerning the bid award will be given at the bid opening or during the evaluation process. Bids may be examined after 72 hours of bid opening. Access to information in completed files may be secured by visiting the Finance Department during normal business hours.
7. Terms and Conditions: This solicitation contains all terms and conditions with respect to the commodities and/or bid specifications herein. Any vendor contracts, forms, terms or other materials submitted with bid may cause bid to be rejected. Any bidder modifications to published terms and conditions of BREC bids may also cause bid to be rejected.
8. The Purchase Order, whether verbal or written, is the only binding contract to be issued against this bid. Signing of vendor's forms is not allowed.
9. All bid prices must be typed or written in ink, unless submitted electronically through our electronic bid system. Any corrections, erasures or other forms of alteration to unit prices should be initialed by the bidder.
10. Bid prices shall include delivery of all items FOB: Destination, or as otherwise provided. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
11. By signing the bid, the bidder certifies compliance with all Instructions to Bidders, terms, conditions and specifications, and further certifies that this bid is made without collusion or fraud. This bid is to be manually signed in ink by a person authorized to bind the vendor. Other means of submittal is through our electronic bid system. (See #4.)
12. **In accordance with RS 39:2212.1C, this specification has been approved as proprietary. Only the brand and models specified will be acceptable for purchase.**
13. BREC reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.
14. Prices: Unless otherwise specified by BREC in the solicitation, bid prices must be complete, including transportation prepaid by bidder to destination and bid prices shall be firm for acceptance for a minimum of 30

days. If accepted, prices must be firm for the contractual period. Bids other than FOB Destination may be rejected.

15. Vendor is responsible for including all applicable taxes in the bid price. BREC is exempt from all state and local sales and use taxes.
16. Unless specifically called for in the solicitation, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the solicitation. The manufacturer's standard warranty will apply, unless otherwise specified in the solicitation.
17. BREC reserves the right to cancel any contract, in accordance with Purchasing rules and regulations, for cause, including, but not limited to, the following: a) Failure to deliver within the time specified in the contract; b) Failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; c) Misrepresentation by the contractor; d) Fraud, collusion, conspiracy or other unlawful means of obtaining any contract with BREC; e) Conflict of contract provisions with constitutional or statutory provisions of State or Federal law; f) Any other breach of contract.
18. All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
19. Vendors must clearly identify bids by name, bid number and bid opening date and time on face of sealed envelope.
20. Bid Bond is NOT Required for this bid, unless otherwise stated in bid documents.
21. BREC is an Equal Opportunity Employer. The Bidder is encouraged to utilize minority participation in this contract to the extent possible through the use of small, disadvantaged and women-owned businesses as suppliers or subcontractors.
22. **Purchase Order Numbers are required for all materials and supplies ordered by BREC. No order is to be accepted by a vendor unless a valid Purchase Order number is obtained by BREC employees prior to purchase request, and given to vendor. Invoices that do not have a valid Purchase Order Number listed on the invoice are not authorized purchases and will be returned to the vendor.**

Recreation and Park Commission
for the Parish of East Baton Rouge (BREC)
6201 Florida Blvd
Baton Rouge, Louisiana

BID OPENING DATE
December 22, 2015; 11:00am
BID NO. 1640

FORMAL INVITATION TO SUBMIT COMPETITIVE SEALED BIDS
NOTE: THIS FORM MUST BE USED TO SUBMIT YOUR BID

VENDORS DELIVERY ARO	PAYMENT TERMS	DELIVERY DATE DESIRED	PURCHASING CONTACT
	NET 30		Augustine Jackson PH: 225/272-9200, ext 526 Email: AJackson@brec.org

COMPANY OR FIRM NAME

ADDRESS

CITY & STATE

ZIP

PHONE

FAX

EMAIL ADDRESS

BIDDERS SIGNATURE (BID MUST BE SIGNED)

BIDDER'S PRINTED NAME

FOR DELIVERY TO:
RECREATION AND PARKS COMMISSION
INFORMATION TECHNOLOGY DEPT
6201 FLORIDA BLVD
BATON ROUGE, LA 70806

BID PRICES

Item #	Description	Qty	Unit of Measure	Unit Price	Extended Price
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Payment Card Readers					
1	VeriFone MX915 PCI 4 Pinpad Card Read	50	Each	\$	\$
2	MX915 Berg I/O Power Audio, Tailgate, Ethernet	50	Each	\$	\$
3	MX915/925 Software License & Application	50	Each	\$	\$
4	Verishield Protect License encrypt key for Point	50	Each	\$	\$
5	MX915/925 Debit/Credit Card Key inject & App load	50	Each	\$	\$
6	Multiport Purple Ethernet Switch	50	Each	\$	\$
7	VXMX3XX VSP HTDES Key Injection	50	Each	\$	\$
8	MX915/925 Universal Power Supply	50	Each	\$	\$
9	MX915/925 Flip/Swivel Stand	50	Each	\$	\$
10	MX915/925 Weighted Base, nonskid pad	50	Each	\$	\$
Application Software					
11	Payment Card Reader Integration	50	Each	\$	\$
12	VeriFone Point Merchant One-Time Setup Fee – includes vendor assistance to configure and test each RecTrac merchant account with the VeriFone Point Service using the MX915/925 readers	1	Each	\$	\$
13	HPP Online Merchant one-time setup fee – includes vendor assistance to configure and test each RecTrac merchant account with the VeriFone HPP (Hosted Payment Page) for online patrons' use	1	Each	\$	\$

BID PRICES CONT'D					
Payment Card Services					
14	VeriFone Point Services Monthly Fee/Device Uni Tm – includes the Transaction Gateway with Unlimited monthly point transactions, point portal, data encryption and Tokenization, remote key loading, estate management, help desk, secure commerce application/NFC, payments enablement/EMV, Software Update Services, VeriCenter or VHQ. This monthly fee is applicable to each MX915 reader	50	Each	\$	\$
15	VeriFone HPP Online Monthly Merchant Minimum Fee – includes 1000 ecommerce (online) credit card payments for each merchant account. This monthly fee applies to each ecommerce merchant account.	1	Each	\$	\$
16	VeriFone HPP Online Monthly Overage Payment Fee – the monthly overage transaction fee is charged for each ecommerce (online) transaction in excess of the first 1000 transactions.	1	Each	\$	\$
	BID TOTAL				\$